ENG 112

OFFICE ADMINISTRATION

Office Professional Degree - A25370P

Online

The Office Professional curriculum (AAS degree) prepares individuals for employment as administrative office personnel. Students develop skills in administrative office procedures and tasks, along with office software applications, records management, keyboarding, editing and advanced formatting, office computations, oral and written communication, critical thinking, team building, and problem solving. The degree is available online.

Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Students are eligible to take industry-recognized certification exams.

Program Sequence

rogram ocquence					
FIRST SEME ENG 111 OST 122 OST 137 OST 184 OST 164	Writing and Inquiry				
SECOND SE					
OST 136 OST 134 MAT 110	English Elective 3 Spreadsheet 3 Word Processing 3 Text Entry & Formatting 3 Math Measurement & Literacy 3				
SUMMER S	EMESTER				
	Social Science Elective HUM / FA Elective				
	Office Professional Certificate (C25370P): OST-122, ST-164, OST-184, OST-136				
THIRD SEM					
OST 138 OST 181	Advanced Software Applications				
OST 236	Adv. Word / Information Processing3				
OST 135 OST 286	Adv. Text Entry and Formatting				
Eligible for Office Professional Diploma (D25370P): OST-122, OST-134, OST-181, OST-184, OST-135, OST-136, OST-137, OST-164, OST-286, CTS-130, ENG-111, ENG Elective					
FOURTH SE					
CTS 230 OST 165	Advanced Spreadsheet				
OST 233	Office Publications Design				
OST 289	Office Admin Capstone				
Eligible for Office Software Certificate (C25370S): CTS-130, OST-136, OST-137, OST-236, CTS-230					
	and Fine Arts Electives				
(Choose 3 cr HUM 110	redit hours from the following courses) Technology and Society				
HUM 115	Critical Thinking				
English Electives					
	redit hours from the following courses) Professional Research and Reporting3				

ENG	112	writing/Research in the Disc	3	
(Choo	se 3 cr 150 210	ces Electives edit hours from the following courses) General Psychology Introduction to Sociology Interpersonal Psychology	3	
OA E	lectives	5		
Choos	se 3 cre	edit hours from the following courses:		
ACC	120	Prin of Financial Accounting	3	
BUS	115	Business Law I	3	
BUS	153	Human Resource Management	3	
OST	132	Keyboard Speed Building	2	
OST	153	Office Finance Solutions		
OST	155	Legal Terminology	3	
OST	156	Legal Office Procedures	3	
OST	284	Emerging Technologies	2	
WBL	111	Work –Based Learning I*	1	
WBL	121	Work-Based Learning II*	1	
WBL	112	Work-Based Learning I*		
Graduation Requirements 66 Credit Hours				

Writing/Passarch in the Disc

* Work-Based Learning is an elective. WBL courses completed for one program may not count toward the completion of another program. For verification of WBL course work, please contact your academic advisor and/or your departmental Work-Based Learning faculty coordinator. Students must have approval from the Department Head and pre-register with the Work-Based Learning Office. The Work-Based Learning work period may be taken over one semester as WBL 112, or two semesters as WBL 111 and WBL 121.

Office Professional Certificate - C25370P

Online

This certificate provides the technical and administrative support skills necessary for entry-level employment in a variety of offices. The certificate is available online.

OST	137	Office Applications I	3
		Office Editing	
OST	184	Records Management	3
OST	134	EMESTER Text Entry & Formatting Word Processing	

Graduation Requirements...... 18 Credit Hours

Office Professional Diploma - D25370P

-Online

The Office Administration Diploma is designed for the individual entering, upgrading, or retraining in the office field. Students develop skills in records management, office computations, software applications, office procedures, keyboarding, editing and advanced formatting, critical thinking, and problem solving. The diploma is available online.

Graduates should qualify for entry-level employment opportunities in a variety of office positions in business, government, and industry. Students are eligible to take industry-recognized certification exams.

Program Sequence

FIRST SEME			r Office Professional Diploma (D25370P): OST-122,
ENG 111	Writing and Inquiry3		OST-181, OST-184, OST-135, OST-136, OST-137, OST-
OST 122	Office Computations	164, OST-2	286, CTS-130, ENG-111, ENG Elective
OST 134	Text Entry and Formatting		
OST 181	Office Procedures	FOURTH S	EMESTER
OST 184	Records Management3	OST 153	Office Finance Solutions3
SECOND SE	MECTED	CTS 230	Advanced Spreadsheet3
SECOND SE		OST 165	Adv Office Editing3
OST 135 OST 136	Adv Text Entry & Formatting	OST 289	Office Admin Capstone3
	Word Processing		OA Elective2
OST 137 OST 164	Office Applications I		
OST 286	Professional Development		r Office Software Certificate (C25370S): CTS-130,
031 200	Floiessional Development	OST-136, (OST-137, OST-236, CTS-230
SUMMER SI	MESTER		
CTS 130	Spreadsheet3	Graduation	n Requirements 66 Credit Hours
0.0 .00	a and Fine Auto Floatives		
	ENG Elective3		s and Fine Arts Electives
English Elec	ctives	HUM 110	credit hours from the following courses)
	redit hours from the following courses)		Technology and Society
ENG 112	Writing/Research in the Disc3	HUM 115	Critical Thinking
ENG 114	Professional Research and Reporting3	English Ele	notivos
	·		credit hours from the following courses)
Graduation	Requirements 36 Credit Hours	ENG 114	Professional Research and Reporting
		ENG 112	Writing/Research in the Disc
Office Fig	nance Degree - A25370F	LING 112	Withing/Nesearch in the Disc
-Online		Social Scie	ences Electives
Office Admir	histration has a new concentration in Office Finance		credit hours from the following courses)
(AAS degree	e). Students develop skills in accounting and office	PSY 150	General Psychology3
	ig with office procedures, office software applications,	SOC 210	Introduction to Sociology
	agement, office computations, keyboarding, editing	PSY 118	Interpersonal Psychology
	ng, oral and written communication, critical thinking,		manparaaria ojanaragi minimininininin a
team building	g and problem solving. The degree is available online.	OA Electiv	es
·			redit hours from the following courses:
Graduates s	hould qualify for employment opportunities in	BUS 115	Business Law I
government	agencies, real estate offices, financial institutions, and	BUS 153	Human Resource Management3
large to sma	Il offices and businesses. Students are eligible to take	OST 132	Keyboard Skill Building2
	ognized certification exams.	OST 135	Adv Text Entry & Format3
		OST 155	Legal Terminology3
Program 9	Saguence	OST 156	Legal Office Procedures
i rogram v	ocquence	OST 233	Office Publications Design3
FIRST SEME	ECTED	OST 284	Emerging Technologies2
ENG 111	Writing and Inquiry3	WBL 111	Work –Based Learning I1
OST 122	Office Computations	WBL 121	Work-Based Learning II1
OST 137	Office Applications I	WBL 112	Work-Based Learning I2
OST 164	Office Editing		
OST 184	Records Management		
001 104	Necords Management	Legal O	ffice Degree - A25370L
SECOND SE	MESTER	-Online	
CTS 130	Spreadsheet3		inistration has a new concentration in Legal Office
OST 134	Text Entry & Formatting		ee). Students develop skills in legal office procedures
OST 136	Word Processing		along with legal terminology, business law, office
MAT 110	Math Measurement & Literacy		oplications, records management, office computations,
	English Elective		g, editing and advanced formatting, oral and written
	_ · g · · · _ · · · · · · · · · · · · ·		ation, critical thinking, team building, and problem
Eligible for	Office Professional Certificate (C25370P): OST-122,	solving. Th	e degree is available online.
	ST-164, OST-184, OST-134, OST-136 SUMMER		
SEMESTER	, , , ,		should qualify for employment opportunities in
	Social Science Elective		at agencies, the court system, law offices, real estate
	Humanities/FA Elective3	offices, fina	ancial institutions, and large to small offices and
			s. Students are eligible to take industry-recognized
THIRD SEMI	ESTER	certification	
ACC 120	Prin of Financial Accounting4		
OST 138	Office Applications II	Program	Sequence
OST 181	Office Procedures3	•	•
OST 236	Adv Word Processing3	FIRST SEM	MESTER
OST 286	Professional Development	ENG 111	Writing and Inquiry3
		OST 134	Text Entry & Formatting3
		OST 136	Word Processing3
		OST 137	Office Applications I

	155	Legal Terminology3	OST		Text Entry & Formatting
SECC	ND 6	EMESTER	OST OST		Word Processing
CTS		Spreadsheet3	051	100	Legal Terminology
	135	Adv Text Entry & Formatting	SECO	NID 6	EMESTER
	156		OST		
		Legal Office Procedures			Adv Text Entry & Format
/IA I	110	Math Measurement & Literacy	OST	156	Legal Office Procedures
		English Elective3	Crod.		Descripements 45 Credit Herr
		Legal Office Certificate (C25370L): OST-134, OST-55, OST-135, OST-156	Gradi	iation	Requirements 15 Credit Hou
UMI	MER S	EMESTER			oftware Degree - A25370S
		Social Science Elective3	-Online		alatarila di baran da santarila di ancione della di ancione della di ancione della di ancione della di ancione
_		Humanities/FA Elective3	(AAS	degre	nistration has a new concentration in Office Software e). Students develop skills in advanced office softwar
HIRI	D SEM	IESTER			, along with office procedures, records management,
ST	122	Office Computations 3			utations, keyboarding, editing and formatting, oral and
OST		Office Applications II	writter	n com	munication, critical thinking, team building, and
DST		Office Editing	proble	m sol	ving. The degree is available online.
OST		Records Management	•		- · · · · ·
)ST			Gradu	iates s	should qualify for employment opportunities in
101	230	Adv Word Processing3			agencies, financial institutions, and large to small
		Office Professional Certificate (C25370P): OST-122, OST-164, OST-184, OST-134, OST-136	offices	s and	businesses. Students are eligible to take industry- certification exams.
	-		Prog	ıram	Sequence
		EMESTER		,	
BUS	115	Business Law I3	EIDET	CEM	ESTER
ST	165	Adv Office Editing3	_	-	
ST	286	Professional Development3	ENG		Writing and Inquiry
ST	289	Office Admin Capstone	OST		Office Computations
		OA Elective3	OST		Office Applications I
			OST	164	Office Editing
3radı	uation	Requirements 66 Credit Hours	OST	184	Records Management
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Choc IUM IUM	se 3 c 110 115	credit hours from the following courses) Technology and Society	CTS OST OST	130 134 136	Spreadsheet Text Entry & Formatting Word Processing Math Measurement & Literacy
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numai	nities	and Fine Arts Electives	
(Choos	se 3 cr	edit hours from the following courses)	
HUM	110	Technology and Society	3
HUM	115	Critical Thinking	3
Englis	sh Els	otivos	
_		edit hours from the following courses)	
			2
ENC	114	Professional Research and Reporting	2
ENG	112	Willing/Research in the Disc	J
Social	Scien	ces Electives	
(Choos	se 3 cr	edit hours from the following courses)	
PSY		General Psychology	3
SOC :	210	Introduction to Sociology	3
PSY	118	Interpersonal Psychology	3
OA Ele	ectives	5	
	e 3 cre	edit hours from the following courses:	4
Choos	e 3 cre 120	edit hours from the following courses: Prin of Financial Accounting	4
Choos ACC BUS	e 3 cre 120 115	dit hours from the following courses: Prin of Financial Accounting	3
Choos	e 3 cre 120 115 153	dit hours from the following courses: Prin of Financial Accounting Business Law I	3
Choose ACC BUS BUS	e 3 cre 120 115 153 132	dit hours from the following courses: Prin of Financial Accounting Business Law I	3 2
Choose ACC BUS BUS OST OST	e 3 cre 120 115 153 132 135	dit hours from the following courses: Prin of Financial Accounting Business Law I	3 2 3
Choos ACC BUS BUS OST	e 3 cre 120 115 153 132 135 155	dit hours from the following courses: Prin of Financial Accounting	3 3 3 3
Choose ACC BUS BUS OST OST OST OST	e 3 cre 120 115 153 132 135 155 156	dit hours from the following courses: Prin of Financial Accounting Business Law I Human Resource Management Keyboard Skill Building Adv Text Editing and Formatting Legal Terminology Legal Office Procedures	3 3 3 3 3
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Choose ACC BUS BUS OST OST OST OST	e 3 cre 120 115 153 132 135 155 156 284 111	dit hours from the following courses: Prin of Financial Accounting Business Law I Human Resource Management Keyboard Skill Building Adv Text Editing and Formatting Legal Terminology Legal Office Procedures Emerging Technologies Work –Based Learning I	3 3 3 3 3 3 1
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Choose ACC BUS BUS OST OST OST OST WBL WBL	e 3 cre 120 115 153 132 135 155 156 284 111	dit hours from the following courses: Prin of Financial Accounting Business Law I Human Resource Management Keyboard Skill Building Adv Text Editing and Formatting Legal Terminology Legal Office Procedures Emerging Technologies Work –Based Learning I	3 3 3 3 1 1

Office Software Certificate - C25370S

-Online

This certificate provides an in-depth study of commonly used office software applications to prepare students for employment and to pass certification exams in word processing, spreadsheet, and presentation software. The certificate is available online.

FIRST SEMESTER

CTS	130	Spreadsheet	3
		Word Processing	
OST	137	Office Applications I	3
OST	236	EMESTER Adv Word Processing Advanced Spreadsheet	

Graduation Requirements...... 15 Credit Hours

^{*} Work-Based Learning is an elective. WBL courses completed for one program may not count toward the completion of another program. For verification of WBL course work, please contact your academic advisor and/or your departmental Work-Based Learning faculty coordinator. Students must have approval from the Department Head and pre-register with the Work-Based Learning Office. The Work-Based Learning work period may be taken over one semester as WBL 112, or two semesters as WBL 111 and WBL 121.